



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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Records and Information Management Services

State Agency Specific Schedules For SOS-Elections

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Abolished Board, Bureau and Committee Appointment Files	Documents relating to appointments, commissions and Senate Confirmations of persons to abolished boards, bureaus and committees	25 years		Temporary-Long Term	Transfer to Archives for permanent retention	75-126
Appointments Commission Files	Documents relating to issuing commissions of all appointments by Executive Order and by law	25 years		Temporary-Long Term	Transfer to Archives for permanent retention	82-142

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Appointments General Correspondence Files	Documents relating to appointments, resignations, etc. not requiring commissions	10 years		Temporary-Short Term		82-220
Campaign Disclosure Report File (State, County, & Municipal)		8 years		Temporary - Short Term		0478-002
Certification of Number Electors by Racial Breakdown	Certified reports filed by county registrars	10 years	28 CFR 51.28(d)(6)	Temporary-Short Term	Transfer to Archives for permanent retention	01-0006
Closed Election Complaints and Investigations	Documents relating to investigating complaints involving election fraud and irregularities	5 years		Temporary-Short Term		20010041-01

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consolidated Return Sheet (Certified) with the Election Summary Report for: Presidential Primary Returns, General Primary Returns and Run-Off Returns, General Election Returns and Run-Off Returns, Special Elections and Local Referendums and Run-Offs		Permanent		Permanent		0478-006
Contested Elections (Court Cases and Suits) and related records	Documents relating to litigation including: pleadings, notifications, transcripts, and correspondence	7 years	O.C.G.A. 21-2-524	Temporary-Short Term	Transfer to Archives for permanent retention	90-0019-A
County Officer's Appointees and Employees Files	Documents relating to appointees and employees of commissioned county officers, and to issuing identification cards	1 year		Temporary-Short Term		80-326

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Elections Reference and Documentation File	Documents relating to the documentation of Federal, State, and County elections for public office in primary, general, and special elections	Permanent		Permanent	Transfer to Archives for permanent retention	73-447
Federal Campaign Disclosure Reports (Candidates & Committees)	Documents relating to the filing of statements and financial disclosure reports in connection with campaign of any candidate seeking election to Federal Offices	11 years		Temporary-Short Term		82-0094

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Government Officers Commission Files	Correspondence, dedimi, copy of oath of office and original oaths for Superior Court Judge and D.A., U.S. Congressional officers, state constitutional officers, and elected county officials	1 year	O.C.G.A. 45-13-20; O.C.G.A. 45-13-21	Temporary-Short Term	Transfer to Archives for permanent retention	74-0274-05
Great Seal Certificates Files		1 year		Temporary-Short Term		216
Justices of the Peace Commissions and Appointments Files		Permanent		Permanent	Transfer to Archives for permanent retention	217

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Municipal and County Home Rule; Dissolution of Municipal Charter Files	Documents relating to maintaining amendments and revisions to county and municipal charters, and court orders dissolving incorporated cities and towns	Permanent		Permanent	Transfer to Archives for permanent retention	81-346
Municipal Election Returns	Primary, General, and Special Election returns from Municipal Election officials	Lists of voters, 10 years; Election Calendars, Notices, Correspondence, 10 years; Municipal Election Returns, Permanent				88-15
Nomination Petitions	Nominating petitions containing name and title of officer with whom the petition is filed	10 years	O.C.G.A. 21-2-52; US 42-1974	Temporary-Short Term		80-0401-02

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Notary Public Appointment Files	Documents relating to authentication notaries public appointed by state and local authorities	75 years		Temporary-Long Term	Transfer to Archives for permanent retention	74-278-A
Notary Public Certificates of Appointment Correspondence	Correspondence pertaining to the records of Notary Public Certificates of Appointment	4 years		Temporary-Short Term		73-484
Notary Public Certificates of Appointment Files	Documents relating to identification of Notaries Public appointed by the various counties	8 years		Temporary-Short Term	Transfer to Archives for permanent retention	74-278
Notary Public Certificates of Appointment Receipt Files	Documents relating to acknowledging receipt of fees for certificates of appointment	10 years		Temporary-Short Term		77-138

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Notary Public Certificates of Authentication	Copies of Certificates of Authentication on documents witnessed by Notaries Public and related correspondence	4 years		Temporary-Short Term		73-483
Notary Public Certificates of Authentication Receipt Files	Documents relating to acknowledging receipt of fees for certificates of authentication	10 years		Temporary-Short Term		77-188
Numbered List of Voters for Each Precinct and for Precincts in which Absentee Ballots Were Cast		10 years		Temporary - Short Term		0478-007
Political Party and Political Body Registration Files		Permanent		Permanent		0478-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Registers of Lobbyists	Formally registering lobbyist	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	91-0007
Returns of Special Elections for Justices of the Peace and Constables		Permanent		Permanent	Transfer to Archives for permanent retention	118
Sample Ballots and Blank Election Forms (Primary and General Elections)	Documents relating to receiving blank forms and official ballots from counties	10 years		Temporary-Short Term		80-358
Special Railroad Officers Commissions Files	Documents relating to issuing commissions to Special Railroad Police Officers appointed by the Governor	Permanent	O.C.G.A. 94-330	Permanent	Transfer to Archives for permanent retention	81-345

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Business Transaction Disclosure Report	Yearly statements of business conducted with the State of Georgia by appointed elected state officials, state employees, and their families	4 years		Temporary-Short Term		90-116
State Election Board Files		Permanent		Permanent		0478-004
Voter Registration Lists Files	Lists of registered voters certified by county registrars	10 years	28 CFR 51.28(d)(6)	Temporary-Short Term	Transfer to Archives for permanent retention	74-0160-A